

Invitation for Bids
Municipal Aggregates
Moultonborough, NH
May 29, 2014



Jonathan W. Tolman, Chairman
Board of Selectmen

Table of Contents

Advertisement.....	3
Scope of Work or Specifications and Conditions.....	4
Bid Forms.....	7



PLEASE POST

TOWN OF MOULTONBOROUGH

Invitation for Bids

Municipal Aggregates

Sealed bids for the provision of one and a half inch (1 ½") crushed bank run gravel (3,000 tons) and winter screened sand (4,000 tons) for each of the coming three years (July 1, 2014 through June of 2017) will be accepted until 2:00 p.m. on Thursday, May 29, 2014 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud.

A detailed package with information on the materials to be delivered, the conditions thereof, and bid forms, is available at www.moultonboroughnh.gov (Paid, Volunteer and Contract Openings) or said offices during normal business hours.

Bids shall be good for a period of forty five (45) days after the date of bid opening. The bid on each item is to be submitted in a separate sealed envelope marked with the name of the item for which bids are sought and the date and time advertised for the opening. If mailed, each bid should be in a separate sealed envelope, similarly marked to protect against the actual bid being opened in error. Any questions with respect to this invitation must be received, in writing by mail (above address), fax (603.476.5835) or email (cterenzini@moultonboroughnh.gov), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on May 22, 2014. It is the responsibility of the bidder to view any addendums on the Town's web site which shall be posted no later than 4:00 p.m. on May 23, 2014.

The town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests.

Jonathan W. Tolman, Chairman/s/
Board of Selectmen

Posted: Town Bulletin Boards (7)
SAU

Advertised: Meredith News 05/08/14 & 05/15/14
Mailed: Vendors List
Web: Craigslist; winnipesaukee.com; NHLGC

Scope of Work or Specifications and Conditions

1.) General Description of the Project, Materials and Quantities

The Town will annually procure the following materials in the following quantities:

Crushed bank run gravel (CBR) [one and a half inch (1 ½")]	3,000 tons
--	------------

And

Winter screened sand	4,000 tons
----------------------	------------

A portion of these materials will be delivered in bulk quantities under one order. Others will be called for as needed. In any event, we anticipate annually utilizing all of the quantities specified above. The Town reserves the right to procure additional quantities of materials beyond those noted above, at the bid price and to be delivered to the location above, throughout the contract period. The Town may pick-up materials from time to time under prices furnished herein.

2.) Specifications & Certification

Bidders must include a certified Sieve Analysis Report with their Sealed Bids. The test results may not be any older than ninety (90) days prior to the date of the bid opening.

- a.) Crushed bank run gravel must meet the NHDOT 304.3 standards for modified and crushed gravel.
- b.) Winter sand must be 3/8 inch minus with 0 to 4% passing the No. 200 sieve test.

3.) Delivery Location and Timing

All materials are to be delivered to the Moultonborough Highway Garage Storage Area off Moultonboro Neck Road. Delivery of the initial quantity of materials, as specified below, must commence within thirty (30) days of the contract date and be completed within sixty (60) days from that date. This same time period will apply after the annual renewal notice is given if the contract is renewed each year.

- | | |
|-----------------|------------|
| a.) CBR | 750 tons |
| b.) Winter sand | 1,250 tons |

The balance of the materials will be delivered on an “on-call” basis in increments of no less than 100 tons per order. Delivery must be commenced within three (3) day of the call and the amount delivered must be no less than one hundred (100) tons per day.

4.) Term of Contract

This contract covers the period of July 1, 2014 through June 30, 2015. The Town, subject to proper performance by the Successful bidder and appropriation by Town Meeting, may extend the contract for two additional years by annually supplying a notice to the successful bidder no later than June 1 of each year.

5.) General Conditions

a.) You must produce a certificate of insurance, naming the town, its officers, employees and assigns, as Certificate Holder and additionally Named Insured, for the following types and levels of coverage:

- Workers Compensation	Statutory
- Automobile and Equipment	\$1 Million/\$2 Million
- Property Damage	\$1 Million/\$2 Million
- General Liability	\$1 Million/\$2 Million

If you use a sub-contractor for any portion of the work you must obtain from them, and provide to us, a similar certificate in similar amounts.

b.) If you are in default of this contract you will be given a ten (10) days notice to cure the default. You will have an additional ten (10) days to cure the default. If you do not do so we may cancel the contract.

c.) Payments will be made within thirty (30) days of the submission of a bill showing conformance with all work requirements.

d.) The term “days” shall mean calendar days.

e.) The only scale of measurement which will be accepted is a certified weigh scaling system. No yard to tons conversion, weight scale on the loader bucket, or other method will be accepted. You must include a copy of the state certification form for the scales you intend to initially use for this contract.

f.) There is no fuel surcharge for years two and three. If you expect such a spike in fuel costs this should be in your pricing. However, we are working on such a fuel surcharge policy for long term contracts and may, at our sole discretion, make it available to you.

g.) We need 24/7 availability to materials upon a four hour notice either by you calling someone in or you letting us have access to your loader and scales. We will take at least 75 tons of material on such occasions.

h.) If we give you an extension of this contract you must provide a new sieve analysis that meets the specifications herein upon each such extension. You may provide periodic analysis as well if you wish. Do be advised that periodically we will be taking samples from the materials you send

us and act to recover any amounts paid for materials reasonably believed to have failed the analysis.

6.) Questions and Supplements

Any questions with respect to this invitation must be received, in writing by mail (above address), fax (603.476.5835) or email (cterenzini@moultonboroughnh.gov), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on May 22, 2014.

Please take critical note of the following!

The answers, and any other changes or supplements to this document, will be posted on the Town web site as an Addendum no later than 4:00 p.m. on May 23, 2014. It is the bidder's responsibility to check and verify any such changes in order to account for them in their bid.

7.) Bid Due Date and Methods of Delivery

Bids will be accepted until 2:00 p.m. on Thursday, May 29, 2014 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud.

The bid is to be submitted in a separate sealed envelope marked with the name of the item for which bids are sought and the date and time advertised for the opening. If mailed, each bid should be in a separate sealed envelope, similarly marked to protect against the actual bid being opened in error.

Town of Moultonborough

Municipal Aggregates

Bid Form

(Please Print In Pen or Type)

Name of Bidder: _____

Address: _____

Contact Person: _____

Telephone _____ Fax _____

Email

ATTENTION: Mr. Jonathan W. Tolman, Chairman
Board of Selectmen
PO Box 139
Moultonborough, NH 03254

Dear Mr. Tolman:

Having examined the documentation provided with the subject Invitation for Bids the undersigned proposes to furnish all materials as requested in accordance with the subject documents.

The undersigned acknowledges Addenda # _____
(If none, write none).

If I am notified my proposal is accepted within forty five (45) days of the bids having been opened, I will execute a contract for the work within fourteen (14) days thereafter. I propose to provide the specified materials for the following unit pricing

1.) Year 1:

<u>Material</u>		<u>Unit Price</u>	
Crushed Bank Run Gravel	Per Ton	\$ _____	Delivered
Crushed Bank Run Gravel	Per Ton	\$ _____	Picked Up
Winter Sand	Per Ton	\$ _____	Delivered

Aggregates Bid Form
Page 2

2.) Year 2:

<u>Material</u>		<u>Unit Price</u>	
Crushed Bank Run Gravel	Per Ton	\$ _____	Delivered
Crushed Bank Run Gravel	Per Ton	\$ _____	Picked Up
Winter Sand	Per Ton	\$ _____	Delivered

3.) Year 3:

<u>Material</u>		<u>Unit Price</u>	
Crushed Bank Run Gravel	Per Ton	\$ _____	Delivered
Crushed Bank Run Gravel	Per Ton	\$ _____	Picked Up
Winter Sand	Per Ton	\$ _____	Delivered

I understand that the town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests. I understand that the Town may hold my bid for forty five (45) days prior to awarding a contract.

In order to be considered responsive each bidder must submit the following with this bid:

- 1.) Sieve Analysis (Item 2.)
- 2.) Scale certificate (Item 5. e.)

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full bid package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this bid, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my bid will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Moultonborough or have a payment agreement in place that I am current on or have filed an appeal over the same.

Signature of Bidder

Title of Bidder

Corporate
Seal

Signed this _____ day of _____, _____.

CLERK'S CERTIFICATE

A duly authorized meeting of the Board of Directors of _____ was held on _____ at which a suitable majority voted that, _____ (Name), the _____ (Title) of this company, be and hereby is authorized to submit bids, execute contracts and bonds in the name and behalf of said Company, and affix its corporate seal thereto and such execution of any bid, contract or obligation in this Company's name on its behalf by such person under seal of the Company, shall be valid and binding upon this Company.

A true copy,

ATTEST: _____
(Clerk Signature)

Typed or Printed Name of Clerk

Place of Business: _____

Date of this bid or contract: _____

I hereby certify that I am the Clerk of _____ and that _____ is the duly elected or appointed _____ of said Company, and that the above vote has not been amended or rescinded and shall remain in full force and effect as of the date of this bid submission and/or contract execution.

Clerk's Signature

Corporate Seal

Or

DIRECT CONSENT

The undersigned, being all the Directors of _____, a
_____ (State) _____ (put in type) (the
“Corporation”), hereby consent to and authorized the following actions by the Corporation:

RESOLVED: That the corporation shall provide a bid and enter into a certain
contract with the Town of Moultonborough, NH for

RESOLVED: That _____, (Name)
_____ (Title) of the Corporation, is authorized and
directed to execute on behalf of the Corporation the foregoing bid, contract and
other documents of any kind or nature necessary to effect the purposes of the
preceding resolution.

Dated: _____

Signature

Printed Name

Printed Title